



# ECDL – Essentials and Extra



## What is ECDL?

The European Computer Driving Licence (ECDL) is an internationally recognised qualification, which enables users to demonstrate their competence in the use of a personal computer and common computer applications

It is now the leading certification to be adopted by Governments, International Organisations and Corporations alike

### Key benefits

- raises the level of competency in ICT and computer skills
- improves productivity at home and at work
- provides an internationally recognised qualification

### Who is it for?

ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects

### What are the course requirements?

This course is ideally suited to anyone who possesses basic IT skills. However, we do recommend that participants attend a Level 1 computer course first

### Which software is used?

Microsoft Office  
Microsoft Internet Explorer

### How long is the course?

Normally 75 hours per year, 2.5 hours per week spread over 30 weeks. Depending on skill levels it may take more than 1 academic year to complete both qualifications

**All information is correct at time of print but may be subject to change**

## Course content

The units that make up this course are:

- IT Security for Users
- Computer Essentials
- Word Processing
- Database
- Spreadsheets
- Presentation
- Online Essentials
- Improving Productivity

## What qualifications are available?

- ECDL Essentials Certificate is awarded for successful completion of units IT Security for Users, Computer Essentials and Online Essentials
- ECDL Extra Certificate is awarded for successful completion of units Word Processing, Spreadsheets, Presentation and Improving Productivity Using IT
- ECDL level 2 Award is awarded for successful completion of three of the following four units Word Processing, Spreadsheets, Presentation and Database

Your tutor will help you decide which qualification(s) suits you best

### Additional information

#### **Assessment costs**

Exam registration and exam fees are additional to course fees

#### **Timing**

Exam sessions may take place outside of course times

#### **NOTE:**

#### **ECDL BOOKS VARY**

Seek advice from your tutor in class before buying ECDL books